

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service**

### **AUTHORIZED SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

**Schedule Title: Facilities Maintenance & Management**  
**FSC Group: 03FAC**

**Special Item Numbers: SIN 811 002 Complete Facilities Maintenance**  
**SIN 811 003 Complete Facilities Management**  
**SIN 811 005 Refrigeration, Heating, Ventilation,**  
**Air Conditioner, Boiler and Chiller HVAC Maintenance**  
**SIN 003 97 Ancillary Repair and Alterations**

**Contract Number: GS-21F-0209W**  
**Modification Number: PS01**

**Contract Period: August 19, 2010 to August 18, 2015**

**T I Asset Management, Inc.**  
**550 Pharr Road NE**  
**Suite 550**  
**Atlanta, Georgia 30305**  
**404-949-0180 phone**  
**404-949-0181 fax**  
**[www.tiamatl.com](http://www.tiamatl.com)**

**Point of Contact: Margaret A. Stagmeier, President**  
**[mas@tiamatl.com](mailto:mas@tiamatl.com)**

**Small business; WOMAN-OWNED**

## CUSTOMER INFORMATION

**T I Asset Management, Inc. is a woman-owned, small business, established in 1995 to provide complete facilities maintenance, property management, and asset management services for institutions and individual owners. Preservation of the asset and all its systems, while monitoring financial performance and expectations is the primary focus of T I Asset Management's employees. Senior management offers 20-30+ years experience in all aspects of commercial real estate management. We proudly manage every property like we own it ourselves.**

- 1a. SIN 811 002 Complete Facilities Maintenance  
SIN 811 003 Complete Facilities Management  
SIN 811 005 Refrigeration, Heating, Ventilation,  
Air Conditioner, Boiler and Chiller HVAC Maintenance  
SIN 003 97 Ancillary Repair and Alterations**
- 1b. The lowest priced SIN number and the lowest unit price for each special item are reflected in Appendix A.**
- 1c. Labor Category Descriptions are included in Appendix B.**
- 2. Maximum Order: \$1,000,000**
- 3. Minimum Order: \$ 1,000**
- 4. Geographic coverage: Domestic delivery area; continental US**
- 5. Point of production: Atlanta, Fulton County, Georgia**
- 6. Discount from list or statement of net price: Discount already included**
- 7. Quantity discounts: 2% for orders over \$100,000 for 1 year period**
- 8. Prompt payment terms: 1% -15 days; Net 30**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: YES**
- 9b. Notification that Government purchase cards are accepted above the micro-Purchase threshold: YES**
- 10. Foreign items: Not applicable.**
- 11a. Time of delivery: To be determined at task order level**

**11b. Expedited Delivery: To be determined at task order level**

**11c. Overnight and 2-day delivery: Not applicable.**

**11d. Urgent Requirements: See contract clause I-FSS-140-B. Agencies can contact company point of contact for contract administration to obtain faster delivery.**

**12. F.O.B.: Destination**

**13a. Ordering address: T I Asset Management, Inc.  
550 Pharr Road NE  
Suite 550  
Atlanta, GA 30305  
ATTN: Margaret A. Stagmeier**

**13b. Ordering procedures: For supplies and services, the ordering procedures and information on blanket purchase agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.**

**14. Payment address: T I Asset Management, Inc.  
550 Pharr Road NE  
Suite 550  
Atlanta, GA 30305  
ATTN: Margaret A. Stagmeier**

**15. Warranty: Standard Commercial**

**16. Export packing charges: Not applicable.**

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Accepted per terms of Contract.**

**18. Terms and conditions of rental, maintenance, and repair: Not applicable.**

**19. Terms and conditions of installation: Not applicable.**

**20. Terms and conditions of repair parts: Not applicable.**

**21. List of service and distribution points: Not applicable.**

**22. List of participating dealers: Not applicable.**

**23. Preventative Maintenance: Not applicable.**

**24a. Special Attributes such as environmental attributes: Not applicable.**

**24b. Indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: Not applicable.**

**25. Data Universal Number System (DUNS) Number: 103080797**

**26. Notification regarding registration in Central Contractor Registration (CCR) Database: Registered and active**

**General Services Administration  
Federal Supply Service  
Authorized Supply Schedule Price List**

**APPENDIX A: PRICING**

		GSA	GSA	GSA	GSA	GSA	GSA
		Rate/Hr	Rate/Hr	Rate/Hr	Rate/Hr	Rate/Hr	Rate/Hr
		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Principal in Charge	\$	154.72	159.36	164.14	169.07	174.14	
Finance Manager	\$	90.95	93.68	96.49	99.38	102.36	
Operations Manager	\$	75.38	77.64	79.97	82.37	84.84	
Property Manager	\$	60.49	62.31	64.18	66.10	68.09	
Accounting Clerk	\$	34.12	35.14	36.20	37.28	38.40	
Administrative Assistant	\$	43.89	45.21	46.56	47.96	49.40	
Maintenance Supervisor	\$	50.85	52.38	53.95	55.57	57.24	
HVAC Technician*	\$	41.02	42.25	43.52	44.83	46.17	
Electrician, Maintenance**	\$		59.77	61.56	63.41	65.31	67.27
Plumber, Maintenance**	\$		48.29	49.74	51.23	52.77	54.35
Carpenter, Maintenance**	\$		45.04	46.39	47.78	49.22	50.69
Painter, Maintenance**	\$		40.10	41.30	42.54	43.82	45.13
General Maintenance Worker**	\$		37.94	39.08	40.25	41.46	42.70
Maintenance Trades Helper**	\$		31.67	32.62	33.60	34.61	35.64
Janitor**	\$		28.51	29.36	30.24	31.15	32.09
Laborer, Grounds Maintenance**	\$		27.58	28.41	29.26	30.14	31.04

\* Service Contract Act (SCA) labor category for nonprofessional services that may be provided under SIN 811 002, SIN 811 003, SIN 811 005 & SIN 003 97.

\*\* Service Contract Act (SCA) labor category for nonprofessional services that may be provided under SIN 811 002.

\*, \*\* See the SCA matrix following the price list for additional information regarding this labor category.

### SCA ELIGIBLE LABOR CATEGORIES

TI Asset Management, Inc. initially had only one (\*) SCA eligible contract labor category. In the State of Georgia, WD 05-2133 (Rev.-7), posted on www.wdol.gov on 10/20/2009, was used to determine that the rate is in compliance for the counties in which it currently manages facilities.

TI Asset Management, Inc. added eight (\*\*) SCA eligible contract labor categories. In the State of Georgia, WD 05-2133 (Rev.-7), posted on www.wdol.gov on 10/20/2011, was used to determine that the rate is in compliance for the counties in which it currently manages facilities:

Area: Georgia Counties of Banks, Barrow, Bartow, Butts, Carroll, Chattooga, Cherokee, Clarke, **Clayton**, **Cobb**, Coweta, Dawson, **De Kalb**, Douglas, Fannin, Fayette, Floyd, Forsyth, Franklin, **Fulton**, Gilmer, Gordon, Greene, **Gwinnett**, Habersham, Hall, Haralson, Henry, Jackson, Lumpkin, Madison, Morgan, Murray, Newton, Oconee, Oglethorpe, Paulding, Pickens, Polk, Rabun, Rockdale, Spalding, Stephens, Towns, Union, Walton, White, Whitfield

### SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
<b>HVAC Technician*</b>	23410 Heating, Ventilation, and Air Conditioning Mechanic	WD 05-2133 (Rev.-7)
<b>Electrician, Maintenance**</b>	23160 Electrician, Maintenance	WD 05-2133 (Rev.-7)
<b>Plumber, Maintenance**</b>	23810 Plumber, Maintenance	WD 05-2133 (Rev.-7)
<b>Carpenter, Maintenance**</b>	23130 Carpenter, Maintenance	WD 05-2133 (Rev.-7)
<b>Painter, Maintenance**</b>	23760 Painter, Maintenance	WD 05-2133 (Rev.-7)
<b>General Maintenance Worker**</b>	23370 General Maintenance Worker	WD 05-2133 (Rev.-7)
<b>Maintenance Trades Helper**</b>	23580 Maintenance Trades Helper	WD 05-2133 (Rev.-7)
<b>Janitor**</b>	11150 Janitor	WD 05-2133 (Rev.-7)
<b>Laborer, Grounds Maintenance**</b>	11210 Laborer, Grounds Maintenance	WD 05-2133 (Rev.-7)

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*) and (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**General Services Administration  
Federal Supply Service  
Authorized Supply Schedule Price List**

**APPENDIX B**

**LABOR CATEGORY DESCRIPTIONS  
TI Asset Management, Inc. LABOR CATEGORIES  
SIN 811 002 Complete Facilities Maintenance  
SIN 811 003 Complete Facilities Management  
SIN 811 005 Refrigeration, Heating, Ventilation,  
Air Conditioner, Boiler and Chiller  
HVAC Maintenance  
SIN 003 97 Ancillary Repair and Alterations**

Labor Category	Minimum Degree or Certification	Years Experience	Description
<b>Principal in Charge</b>	B.A., MBA preferred	15 years minimum leadership experience related to facilities maintenance and management and/or asset management	Directs day-to-day operations of company and provides overall direction for successful contract management; leader in organizing and directing a business enterprise for all facilities management related projects. Must be qualified in all aspects of program and administration management with proven proficiency in directing resources to accomplish contract objectives to include cost, sub-contracting, financing, scheduling, and technical and financial performance; able to establish positive dialogues with government and industry leaders in all aspects of facilities maintenance and management; knowledge of current and evolving business technologies necessary to plan and operate a facility; serves as the main point of contact and responsible party for assigned contract. Provides facilities management consulting expertise. May also provide asset management consulting expertise.

<b>Finance Manager</b>	B.A., preferably with finance emphasis	5 years experience in corporate accounting	Responsible for all accounting functions; provides financial analysis of sources and uses; prepares and oversees distribution of monthly financial reports and annual budgets; ensures property taxes are accurate/recommends appeal when necessary; obtains and maintains property insurance; provides cash management; prepares annual CAM reconciliation and billing; administers all facets of commercial lease administration including tenant improvements, and value of lease; responsible for payroll and other employee-related administration including health insurance, workmen's compensation and long-term disability insurance.
<b>Operations Manager</b>	B.S. or B.A. degree, preferably with real estate emphasis	5 years on-site facilities management experience and applicable professional certification	Implements company policy; Creates and implements management plan and corresponding budget on an annual basis. Trains and develops on-site personnel; maintains fiscal accountability for each facility; oversees property general maintenance and ancillary repairs and changes; conducts inspections; evaluates, selects and manages subcontractors; ensures projects are completed on time, within budget, and compliant with all laws, regulations, and contract requirements; oversees compliance for multiple properties; on call 24/7 in the event of an emergency.
<b>Property Manager</b>  (Pre-2006, position was identified as Real Estate Manager)	B.S. or B.A. degree preferred with real estate emphasis	3 years on-site facilities management experience and applicable professional certification	Implements company policy; assists with training and directly supervises on-site personnel; manages property to achieve set goals. Assures optimal functioning of property. Understands and insures compliance with governing regulations, codes and laws and other state and local authorities; oversees income collection and management of expenses to achieve contract goals. On call 24/7 in the event of an emergency.

<b>Accounting Clerk</b>	High school diploma, or GED; college accounting and finance courses preferred	3 years corporate environment experience	Performs one or more accounting tasks such as assigning accounting codes; preparing journal vouchers; posting journal entries or adjustments to accounts; verifies accuracy of calculations of reports, lists, postings; reviews computer print-outs to manual journals to detect and correct errors; ensures expenditures do not exceed obligations in accounts; balances and reconciles checking accounts. Employee follows specific and detailed accounting procedures.
<b>Administrative Assistant</b>	High school diploma, or GED; business and/or computer college courses preferred	3 years experience	Provides administrative support to corporate and property staffs with office management responsibilities to include maintaining telephone and internet service, ordering office supplies, filing and distributing monthly financial reports and other records, updating company website, answering headquarters telephone and distributing maintenance requests; may be required to work independently on projects requiring research and preparation of charts, graphs or other presentation materials; maintains databases, as directed.
<b>Maintenance Supervisor</b>  (pre-2006 position was identified as Corporate Engineer)	High school diploma, or GED; technical college or 4 year college courses preferred relating to management and construction trades	5 years facilities maintenance supervision	Provides work direction and supervision for labor categories involved in maintenance and repair of facility operations; oversees the maintenance of machinery, facility equipment and repairs of property; prepares takeover audit and operational recommendations; conducts bi-annual inspections of property and all systems; contributes to preparation of annual budgets; reviews work orders to decide on problem resolution, delegate assignments, and assess quality of workmanship; monitors work completed by subcontractors. On call 24/7 in the event of an emergency situation.

<b>HVAC Technician *</b>	High school diploma, or GED; technical college courses preferred, Technical coursework and/or professional certification	3 years experience as a journeyman HVAC mechanic in a commercial or industrial facility equipped with chillers, boilers and air handlers	Services and repairs environmental – control systems utilizing knowledge of refrigeration, heating, ventilation in office buildings, apartments or other commercial establishments; may install, repair, and service air conditioners, furnaces, convection units, heat exchangers, air handlers, and electrical and pneumatic controls; mounts compressor and condenser units; observes pressure and vacuum gauges and adjusts controls for proper operation; may inject refrigerant into compressor to test systems or add Freon gas for proper pressure; replaces breaker controls, fuses, thermostats; installs air and water filters and performs minor repairs and replaces minor components; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry and electrical work. On call 24/7 in the event of an emergency situation.
<b>Electrician, Maintenance **</b>	High school diploma, or GED; technical college courses preferred, Technical coursework and/or professional certification; ability to read, write and speak English.	5 years experience in a commercial or industrial facility; possess electrician's certification and license required by State and local jurisdictions.	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems or other transmission equipment; working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments; performs other general maintenance and repair of equipment and buildings requiring

			practical skill and knowledge in such trades as painting, carpentry, masonry and plumbing work. On call 24/7 in the event of an emergency situation.
<b>Plumber, Maintenance **</b>	High School diploma, or GED; technical college courses preferred, technical coursework and/or professional certification required by State and local jurisdictions; ability to read, write and speak in English	3 years experience in installation, rehabilitation maintenance, and repair of general plumbing systems in multi-tenant commercial buildings & multi-family residences; this individual must be thoroughly familiar with standard plumbing codes and practices and capable of completing work in accordance with accepted methods and techniques of the plumbing trade	Under general supervision, perform maintenance, repairs and alteration on piping systems, plumbing fixtures and associated components. Piping systems include: hot and cold water, sewage and industrial waste, air fuels (gases and liquefied). Plumbing systems include: kitchen equipment, hot water heaters (gas and electric), manual and automatic valves, fire sprinkler systems, pumps and associated equipment. Locates and diagnoses trouble in plumbing systems or equipment and provides repair to restore services quickly. Assembles and installs valves, pipe fittings, and pipes composed of metals (iron, steel, brass, lead, etc.) and nonmetals (vitrified clay, plastic, etc.); joins pipe by use of screws, bolts, fittings, solder, plastic solvent; caulks joints; fills pipe systems with water or air and reads pressure gauges to determine leaks; opens clogged drains; installs sinks, commodes, water tanks, etc.; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry and plumbing work. On call 24/7 in the event of an emergency situation.
<b>Carpenter, Maintenance **</b>	High School diploma, or GED; ability to read, write and speak in English	3 years experience acquired in formal apprenticeship or equivalent training	Performs carpentry duties necessary to maintain in good repair building woodwork and walls utilizing a variety of carpenter's hand tools, portable power tools and standard measuring instruments; may perform general maintenance tasks as required.
<b>Painter, Maintenance **</b>	High School diploma, or GED; ability to read, write and speak in	3 years on-site facilities experience	Paints or resurfaces walls, woodwork and fixtures with knowledge of surfaces peculiarities and requirements to

	English		remove old finishes, prepare surface for new finish (able to make satisfactory sheetrock repairs, fill nail holes, sand), and apply paint with spray gun or brush.
<b>General Maintenance Worker **</b>	High school diploma, or GED; ability to read labels and work orders and communicate effectively in English; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver's license	3 years on-site facilities maintenance experience	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in trades such as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of duties like replacing switches, changing ceiling tiles, repairing sinks or toilets, installing door locks, patching holes in walls or ceilings, and performing general maintenance on equipment and machinery. May assist in inventory or loading of materials. Performs all work in accordance with established safety procedures.
<b>Maintenance Trades Helper **</b>	High school diploma, or GED; ability to read labels and work orders and communicate effectively in English; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver's license	3 years on-site facilities maintenance experience	Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as keeping a worker supplied with materials and tools; cleaning work area, machine and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. Performs all work in accordance with established safety procedures.
<b>Janitor **</b>	High school diploma, or GED	2 years experience in a commercial environment	Cleans and keeps all areas of commercial establishment in an orderly condition. Duties involve a combination of: sweeping, mopping, scrubbing, and polishing floors; removing trash or other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; cleaning lavatories, showers and restrooms; and providing supplies and minor maintenance services.
<b>Laborer, Grounds Maintenance **</b>	High school diploma, or GED; must be fully conversant in English ; must be able to climb ladders, lift up to 50	2 years experience in maintaining grounds or landscaping in	Maintain grounds of commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, athletic fields. Duties also include one or more of the following tasks: cut

	lbs.; may be required to have a valid driver's license	a commercial environment with occupied buildings	grass, trim hedges, edge walkways, prune shrubs; apply fertilizer or insecticide: water plants, plant grass, flowers, trees or shrubs; remove snow from walkways and parking lots; spread de-icer; remove leaves; paint fences, gates, benches, tables, guardrails; maintain shop areas; perform general labor tasks and duties of a janitor as the need arises; move furniture or supplies as needed.
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\* Indicates Service Contract Act (SCA) eligible categories that may be provided under SIN 871 003 and SIN 003 97 Ancillary Repair & Alterations. See the SCA matrix following the price list for additional information regarding these labor categories.

\*\* Indicates Service Contract Act (SCA) eligible categories that may be provided under SIN 811 002 Complete Facilities Maintenance. See the SCA matrix following the price list for additional information regarding these labor categories.